

RETURN TO SCHOOL - COVID-19 June 2nd 2020 – V8 Updated 02/11/20

September 2020

Exposure to COVID-19

The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).

Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Staff Procedures	All Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> All staff trained to wear PPE appropriately When wearing a visor a mask must also be worn. TA's should have a designated desk and wear a mask and visor whilst supporting pupils 	M		
Arriving to school	Children Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> All staff must sign in using the electronic system in reception. This is hands free using your photocopying card. School gates will not open until 8:35am. Pupils are not to congregate outside school before 8:35am. All staff have been provided with a visor. To be used as feel necessary. Duty staff to adhere to duty rota at all times. Create where possible a one-way system introduced when parents bring children to school – groups to use designated entrances/exits. 	H		

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| | | | <ul style="list-style-type: none"> • 2 metre rule to be enforced whilst parents are dropping off their children. • Parents to receive regular reminders about social distancing and 2metre. • Parents should all wear masks. • All year groups to arrive from 8:35am. • Year 5 access through the main playground gate. • Year 5 to enter playground immediately and remain in the lower half of the playground. • Year 6 to enter via the electronic pedestrian gate and access the playground via the steps and remain in the upper half of the playground. • Year 8 to access through the gulley gate and make way to the tennis court. • Year 7 to access through the top access gate and make their way to the astro turf. • Year 5 to enter school through Room 4 entrance at 8:50am • Year 6 to enter school through Room 9 door at 8:45am. • Year 7 to enter school through gym door at 8:45am. • Year 8 to enter school through the crush hall door 8:50. • Face coverings worn by staff/children on arrival to school are instructed not to touch their face when using or removing their face covering; face covering to be put into a covered bin. Reusable face coverings to be put into a plastic bag and taken home. • Social distancing and 1 metre+ rule signage on the school perimeter. | | | |
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			<ul style="list-style-type: none"> • Staff member who is outside enforcing the control measures must wear gloves and a face mask if interacting with pupils /parents. • Only 1 adult to accompany child. • Parents not to drop off before 8:35am. • Pupils must use hand sanitiser on entry to school. <p>School Day 8:50 – 9:15 AM Registration 9:15 – 10:10 L1 10:10 – 11:05 L2 11:05 – 11:20 Break 11:20 – 12:20 L3 12:20 – 13:10 Lunchtime 13:10 – 14:10 L4 14:10 – 15:10 L5 15:10 – 15:30 Tutor Time</p>			
Staff receiving child from Parent	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • All staff will supervise pupils to use hand sanitiser as they enter the school on arrival at the beginning of the day. • Staff are advised to wear face coverings and gloves as they greet pupils. • Children to take all belongings into their classroom. Coats on the back of their chair. Bags by their chair. • Pupils are required to take all belongings from classroom to classroom throughout the day. • All belongings must be removed at the end of the school day. 	M		
Classroom set up	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • The classroom must be set up to ensure as close to 1 metre+ rule is in place between each child. • The teacher’s desk must be kept 2 metres away from the children’s tables/desks. Only the teacher will use 	H		

			<p>the desk. Teacher will stand at the front of the classroom.</p> <ul style="list-style-type: none">• Teacher will remain in the marked out area at all times.• Desks to be in rows with all pupils facing the front. Children should not face each other.• Windows should be open as much as possible to enable fresh air to circulate – windows and blinds must only be open and closed by an adult to minimise widespread contact with handles etc.• Windows should be closed by the adult in the classroom before leaving at the end of the day.• Communication with parents that if children require tissues that they bring a box into school that can stay on their desk. Children to use when coughing or sneezing. Tissues must be used once only.• Pupils using tissues will be provided with a pack of 'nappy' bags. Pupils will bag tissues, throughout the day, secure the bag before disposing at the end of the day.• Each classroom to have a basket with anti-bacterial wipes and spray, hand sanitiser and extra tissues.• Each child to have own equipment, as provided by home or school. At the end of the day equipment is cleaned.• At the end of each lesson throughout the day where there is to be a change of pupils in the classroom the desk and chair is wiped down by the pupils.• All soft furnishings and toys to be removed from the classroom prior to 2/06/20. In addition classrooms to be clutter free			
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			<ul style="list-style-type: none"> • Shared resources such as science, maths, DT, FT and PE equipment should be thoroughly cleaned after each class • Books and games can be shared within year group hubs • Equipment and resources are integral to the education in schools and so will be allowed in the classes. • Pupils to surface sanitise their own desk and chair, and place their chair onto the desk at the end of each day. • Staff to surface sanitise the teacher desk, computer keyboard and mouse at the end of each day. • Teaching staff to place the rubbish bin outside the classroom at the end of the day. • Teaching Assistants will work with designated pupils as directed by the teacher. 			
Classroom Lessons	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Teaching staff must keep that safe distance (2 metres) at all times when teaching. • Where children may require extra assistance, a 1m+ metre rule must be enforced. • Carpet areas not to be used by children. Rugs to be removed. • PE lessons delivered must ensure non-contact activity. • Children to come to school in PE kit when a PE lesson is to take place. • Changing rooms are to be used to drop off and pick up blazers and bags before and after a PE lesson only. • PE staff to ensure that the changing rooms are checked after each lesson to ensure no bags/blazers 	H		

are left in the changing rooms. These must be removed before the next class enters.

- Y5 and Y6 will remain in their own classroom for all lessons except PE/ICT. Staff will move as appropriate
- Y7 & Y8 will continue to follow current timetable – pupils and staff **MUST** wear masks in corridors and assemblies in accordance with national lockdown guidance.
- It is advised that staff and pupils wear masks as much as possible.
- Y5 & Y6 will be strongly advised to wear masks whilst in corridors and assemblies.
- When masked are removed throughout the day they must be removed using loops only, folded in half length ways (inside to inside) and kept in individuals pockets.
- Staff will be allowed to keep mobile phones with them to ensure they can remain in contact and can communicate between SLT, other staff and the office.
- Children must not be sent to the office with notes or wandering the school for any other reason.
- Staff should remind and supervise pupils putting on masks and sanitising hands before leaving each classroom.
- All teachers and staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and in communal areas they should try and keep their distance from pupils and other staff as much as they can and are **must** wear masks.

			<ul style="list-style-type: none"> Classrooms should be adequately ventilated with windows opened at regular intervals. <p>ICT Suites</p> <ul style="list-style-type: none"> Used only at timetabled times Stools/chairs have been numbered and must stay with the corresponding PC No school headphones to be used (if pupils have bought their own in, these are allowed) Staff to use sanitising spray at the end of each lesson on keyboards/mice/desks. Staff to sanitise the teacher desk, keyboard and mouse after each session Touch points to be cleaned after lunch and end of each day <p>IPAD Trolleys</p> <ul style="list-style-type: none"> Can be booked out using normal booking procedures. IPads must be wiped down after use by the pupil with 1 anti-bacterial wipe and placed back in the relevant trolley. 			
Children requiring using the toilet in lesson times	Children Staff	Infection Control	<ul style="list-style-type: none"> Pupils should be encouraged to use the toilets during break and lunchtimes. Duty staff will monitor toilet usage to ensure social distancing measures are observed. Inform the child of the importance of washing their hands after using the toilet. Children to use the hand sanitiser on entering the classroom; this should be undertaken on each entry back into the classroom when using the toilet. 	H		

Break times	Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • 11:05 – 11:20am • Timetabled days for year groups for break sales in the dining room. Pop up sales will take place each day for other year groups. Food will be ordered in the morning, delivered by catering staff and distributed by duty in segregated year group locations. • Children informed again of the importance of social distancing whilst outside. • Year groups will have designated areas. • Look at providing activities which adhere to the rules. • Pupils to remain in year groups in their designated areas whilst outside. • Supervising staff must keep a 2 metre distance from each other at all times. • At least 1 member of staff must be in attendance with each Year group at all times. 	M		
Break Times – Staff Room	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Staff room use to be limited and staff to use initiative around social distancing and enforce social distancing measures. Staff must make their own drinks/food and wash and dry their own cups or flasks and other crockery and utensils. • All communal crockery and cutlery removed from staffroom and meeting room. • Personal items of crockery /cutlery should not be stored in communal areas. • Do not use chairs that have been designated out of use. 	H		
Break Times Classrooms	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Whilst children are on breaks, clean tables and door handles with a disinfectant or disinfectant spray. 			

			<ul style="list-style-type: none"> • Wear gloves whilst carrying out this task and wash hands after cleaning. • Sanitising wipes are available to sanitise the telephone and keyboards. 			
Lunch breaks	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Year groups are timetabled to go to the dining room for lunch. • LTS's must walk year groups to the dining room. • SLT members to be available in the dining room at all times. • Catering staff will wear a plastic apron and gloves while preparing and delivering food. • Lunch 12.20-1:10pm. 	H		
Meetings and Clubs	Staff and pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> • All after school clubs postponed until after February half term. • Lunchtime clubs are permitted but must adhere strictly to year group bubbles and be mindful of meal times. • All meetings and briefings – to be kept as short as possible and should be virtual where possible. 			
First Aid – minor treatment	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Minor first aid – cuts and grazes – a supply of antiseptic wipes, plasters and gloves available for each class. • Children to clean area and fit plaster • For bumps and bruises – ice is available in room 10. • All staff are to monitor levels of stock and ice and contact the office if any supplies are running low. • Do not let supplies run out • If higher level first aid treatment is required First Aiders must ensure that they wear gloves, apron and a face covering when dealing with injuries. There will be visors available for staff to use if they so wish to 	H		

			<ul style="list-style-type: none"> • Ensure records of injury and treatment are recorded and who administered first aid treatment • Always wash/sanitise hands before and after contact • First Aid area to be disinfected after use 			
First Aid – Life threatening	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • In the event of a serious injury or incident call 999 immediately. • Wear face covering, apron and gloves when in close contact or dealing with bodily fluids and visor if the need is required • In the event of CPR being required it is advised only chest compressions are given and use of a defib if available • Always wash hands before/after contact • First Aid area to be disinfected after use 			
First Aid & Medication	Staff Children Others	First Aid Procedures	<ul style="list-style-type: none"> • First Aiders must always wear gloves, apron and face covering when administering first aid procedures • Face covering is worn if having to deliver close contact first aid. (always refer to up to date information from Gov.UK), apron and gloves • Any dressings used to be double bagged • Where any medications are administered, try and encourage the children to self-administer or consider wearing a face covering (always refer to up to date information from Gov.UK). Social distancing to be adhered to. If in any doubt the parent to be contacted and the pupil sent home • First Aid area to be disinfected after use 	H		
Children who are upset	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Where a child is upset it is strongly advised that staff maintain a safe distance whilst still offering comfort to the child 	H		

			<ul style="list-style-type: none"> • Encourage child to use a tissue to wipe eyes/nose etc. • If contact is required, wear a face covering, apron and gloves. • Wash hands after contact 			
Children with behavioural issues	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Where possible allow the child to vent their frustrations • Where possible allow child to be in a room on their own or outside • Call SLT for removal as appropriate 			
Children that put others at risk by breaking rules	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Pupils who deliberately and maliciously put others at risk by shouting, spitting, touching or breaking the social distancing guidance will be dealt with under the revised behaviour policy which may result in the pupil being removed from school and taught remotely 			
Children Reporting Symptoms	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • The pupil is to be removed from the classroom. • Member of staff to call the office and make aware that named child is on their way to them and the reason why. • Office staff to contact parents to collect child immediately. • Pupils to be issued with the Headteacher letter. • Letter clearly states pupils must be tested and evidence provided via email to school before child can return. • Letter clearly states that the child is to stay at home for 14 days if no test completed. 			
Children leaving at the end of the school day -	Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> • One way system in place with a staff member supervising outside to inform Parents to abide by the 2 metre social distancing rule. 	M		

Primary Setting			<ul style="list-style-type: none"> • All form tutors must escort their class to the appropriate school gate. • Different exit points for each year group • Year 5 & Year 6 leave through the main playground gate. • Year 8 to leave through the gully gate. • Year 7 to leave through the top corridor door, up the steps, turn right and through top main gate. • Year 5 to leave through Room 4 entrance. • Year 6 to leave through room 9 door. • Year 8 to leave through hall door. 			
Parent wishing to talk to staff	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Parents will be informed that they are not allowed to enter the school site or building unless in an emergency. • Communication with staff must be via email or phone. • Parents will not be allowed to hover on / near the site after collection. 	L		
Awareness of policies / procedures / Guidance	Staff Children Others	Inadequate information	<ul style="list-style-type: none"> • All staff returning back to work must ensure that they are aware of the current guidelines in regard to safe distancing and washing hands on a regular basis. We will hold briefings/zooms outlining all relevant info and signposting them to it beforehand the start date • All staff are able to access the following information on-line for up to date information on COVID-19 <ul style="list-style-type: none"> ➤ Public Health England ➤ Gov.co.uk ➤ NHS ➤ DfE ➤ Department for Health and Social Care 	M		

			<ul style="list-style-type: none"> • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. (washing of hands, cleaning up bodily fluids) • Staff are made aware of the school's infection control procedures in relation to coronavirus via email or staff meetings and contact the school as soon as possible if they believe they may have been exposed to coronavirus • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter, posters or social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus • Children are made aware of the school's infection control procedures in relation to coronavirus via school staff and are informed that they must inform a member of staff if they feel unwell • Adhere to the one way system around the quad at all times 			
Poor hygiene practice	Staff Children Others	Ill Health	<ul style="list-style-type: none"> • Staff and pupils to move through the corridors in silence. • Posters are displayed throughout the school reminding children, staff and visitors to wash their hands, e.g. before entering and leaving the school. • Children, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance • Alcohol wipes are in all staff toilets – ensure you wipe the toilet flush and seat before use. 	M		

			<ul style="list-style-type: none"> • Office toilet only used by staff not working in hubs • Wipe around the taps and basin after use • Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas • Children may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary • Children are forbidden from sharing cutlery, cups or food. • All cutlery and cups are thoroughly cleaned before and after use. • Cleaners to carry out daily comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. • A senior member of staff arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the Health Protection Team /Public Health England 			
Ill health (Any child reporting being unwell must report to the office)	Staff Children Others	Coronavirus Symptoms	<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus • Pupils to knock on the reception door. Ensure a member of staff has seen them and take a seat in the conservatory. • Any child or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not 	M		

			<p>come into contact with others and are supervised at all times by staff wearing the relevant PPE. The potentially infected person should wear a mask too especially if an adult</p> <ul style="list-style-type: none">• The relevant member of staff calls for emergency assistance immediately if a child's symptoms worsen• The parents of unwell children are informed as soon as possible of the situation by a relevant member of staff• Where contact with a child's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance• Unwell children who are waiting to go home are kept in an area where they can be at least two metres away from others• Areas used by unwell staff and children who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces.• If unwell children and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection• Any children who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the child becomes seriously ill or their life is at risk• Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk.			
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			<ul style="list-style-type: none"> Any confirmed case of COVID 19 will be reported to the local authority and the Public Health Organisation 			
Spread of infection	Staff Children Others	Lack of infection control	<ul style="list-style-type: none"> Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. Parents are informed not to bring their children to school or on to the school premises if they show signs of being unwell and believe that they have been exposed to coronavirus. Staff and children do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. The school in liaison with individuals' medical professionals where necessary, reviews the needs of children who are vulnerable to infections Any additional provisions for children who are vulnerable to infections are put in place by the headteacher in liaison with the child's parents where necessary. Used PPE will be disposed of in designated bins and double bagged for disposal. 	M		
Poor management of infectious diseases	Staff Children Others	Lack of infection control	<ul style="list-style-type: none"> Everyone is instructed to monitor themselves and others and look out for similar symptoms if a child or staff member has been sent home with suspected coronavirus 	M		

			<ul style="list-style-type: none"> • Staff are vigilant and report concerns about their own, a colleague's or a child's symptoms to the Headteacher or SLT as soon as possible. The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus • The school is informed by children's parents when children return to school after having coronavirus – the school informs the relevant staff • Staff inform the headteacher when they plan to return to work after having coronavirus • A nominated person monitors the cleaning standards of school, and discusses any additional measures required with regards to managing the spread of coronavirus 			
Lack of communication	Staff Children Others	Unsafe Practices	<ul style="list-style-type: none"> • The school staff reports immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure • The headteacher contacts the local HPT or follows the advice given from and discusses if any further action needs to be taken. • Schools put into place any actions or precautions advised by their local HPT • Schools keep staff, children and parents adequately updated about any changes to infection control procedures as necessary 	M		
Cleaning while school open	Staff Children Others	Infection Control	<ul style="list-style-type: none"> • All hard surfaces to be cleaned on a regular basis, this will include <ul style="list-style-type: none"> ➤ All door handles ➤ All tables and chairs used by staff and children ➤ Toilet flushes and regular cleaning of toilets. 	M		

			<ul style="list-style-type: none"> ➤ All classrooms to have a can of sanitiser spray. This must be use by staff only following training given. ➤ All rooms have been issued with personal bottles of hand sanitiser that will be kept on the teachers desk for use of staff only. ➤ Regular cleaning of surfaces will reduce the risk of spreading the virus • Cleaning of all toilets after lunch • All touch points will be cleaned after lunch • All used disposable cloths thrown away to be double bagged and then placed in a secure area i.e. lockable bin 			
Statutory Tests and Inspections	Staff Children Others	Maintenance issues	<ul style="list-style-type: none"> • Statutory inspections to continue but with social distancing in place at all times • In-house inspections should continue to ensure the school remains as safe as possible 	L		
Contractors and Visitors in school	Staff Children Others	Inadequate control measures	<ul style="list-style-type: none"> • Staff are to make office staff aware of any visitors to school as entry may be denied. • All visits to the school will be restricted to statutory visits. This will be reviewed after national lockdown ends. • All visitors must provide the school with their own current risk assessment. • All visitors/contractors must sign in using the electronic sign in system. • Visitors/contractors must use alcohol wipes to wipe the screen before signing in. • All questions must be answered and a visitor badge issues before entry allowed. 	L		

			<ul style="list-style-type: none"> • Where contractors/visitors are coming into school they must have up to date Risk Assessments and Method Statements. • Hand sanitiser must be used before entering the main school building. • Control measures regarding the Coronavirus must be included within their RAMS. • School to ensure no children or staff are in the area where contractors are working, in the event of a visitor coming into see a pupil they will be in a designated space with social distancing measures in place. • Contractors/visitors will be designated a toilet they can use whilst on site • Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving • Contractors/visitors must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site • If they become aware of a contractor coming down with symptoms within 14 days of being at the school they must inform the school immediately 			
Emergencies	Staff Children Others	Inadequate Control Measures	<ul style="list-style-type: none"> • All staff and children's emergency contact details are up-to-date, including alternative emergency contact details, where required • Children's parents are contacted as soon as practicable in the event of an emergency • Staff and children's alternative contacts are contacted where their primary emergency contact cannot be contacted 	L		

Spread of infection – office area	Staff Children Others	Inadequate Control Measures	<ul style="list-style-type: none"> • Face to face communication with parents restricting access to office/reception • Access to office and relevant files are limited and dealt with upon request • Social distancing applies at all times • Equipment, telephones etc are cleaned down regularly using antibacterial/disinfectant cleaning supplies • Door handles etc are cleaned down regularly with disinfectant • General office risk assessment procedures remain in place at all times 	M		
Staff car sharing	Staff	Spread of infection due to close contact	<ul style="list-style-type: none"> • Staff are advised not car share. 	L		
Reopening of before- school and after school care provision and clubs	Teachers Parents Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Schools can reopen before and after school provision. If it is not possible to reopen the provision based on the bubbles then schools should use smaller consistent groups. • No parents allowed on site to accompany their children to before school provision i.e. breakfast clubs • Before and after school provision should be in areas which are well ventilated and ideally there is the possibility for greater social distancing. • Pupils must stay in year group bubbles with as much distance as possible. No less than 2metres. • The ICT room will be timetabled and cleaned by the pupils after use. • No parents are allowed on site to collect their child. 	M		

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| | | | <ul style="list-style-type: none">• They will use the buzzer and the child will be escorted out by a member of staff who will wear a mask.• They can ring The BASE phone and then their child will be escorted out by a member of staff who will wear a mask.• Schools can use extracurricular provision such as sports clubs etc but need to be mindful to use smaller consistent groups or children remaining in their bubble.• Schools can work with external coaches, clubs and organisations for curricular and extra curricular activities where they are satisfied that this is safe to do so. | | | |
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